

TRAVEL

REDUCTION OF TRAVEL COSTS

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1. The President has instructed the Cabinet officials to reduce the travel costs of the government to the essential minimum. The Administration policy is that agencies should authorize that amount of travel necessary to accomplish the purposes of the government effectively at minimum cost. This policy is applicable not only to travel of government employees but to travel of others, such as contractors, project personnel, and consultants whose travel expenses are directly reflected in the amounts paid by the government.

2. Deputy Directors and Operating Officials shall ensure that nonessential travel is eliminated and travel costs minimized by:

a. Reviewing all blanket travel authorizations and canceling those which are not required.

b. Minimize the number of participants attending conferences, meetings, and seminars which require travel at government expense.

c. Ensure fullest use of Agency and government regularly scheduled transportation in traveling to/from Agency facilities. Use of employees' privately owned vehicles or the special scheduling of Agency/government transportation will be permitted on a very limited basis when more advantageous to the government.

d. In the case of contractors whose travel costs are directly reflected in the price paid by the government, conduct a special review of contract provisions and procedures, followed by necessary action to see that travel is held to that which is essential and that the cost of such travel is minimized.

e. Ensuring that travel authorizations limit the amount authorized for excess baggage commensurate with the duration and purpose of the travel and that the excess baggage authorized is not provided merely to permit transportation of personal items acquired during travel.

f. Where feasible, combining different missions into single trips.

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g. Reducing the number of domestic and foreign TDY trips by extending the length of trips to include more locations if this would prove to be more economical.

h. Using Government Transportation Requests (GTR) whenever possible to take advantage of GSA city-pair contract service agreements.

3. Agency officials who have the responsibility to authorize and approve travel are reminded that they should ensure that the official travel in question is necessary, that it meets the Agency's mission requirements, and that it is conducted by the most economical means possible to carry out the requirements of the trip.

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for
Administration

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